Employee Self-Service

Updating Race or Ethnicity

Employees will have access within Employee Self-Service to view, add, or update a Race or Ethnic Group. An Employee will also have the ability to select a primary Race or Ethnic Group.

The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

Important Reminders:

- Employees can choose the appropriate race or races; either, one or more than one.
- If an Employee chooses American Indian or Alaska Native as a Race, documentation of American Indian or Alaska Native heritage must be provided to either the MassHR Employee Service Center (ESC) or your Agency Human Resources or Payroll Department.
- Employees of Agencies that utilize the MassHR Employee Service Center should contact the Employee Service Center with Race or Ethnicity related questions by calling 1-855-4HR-SPPT (1-855-447-7778) or for TTY users: (617) 248-0546.
- Employees of Agencies that do not use Employee Service Center should contact their Agency Human Resources or Payroll Department with Race or Ethnicity related questions.

Ethnicity:

Step 1. Log into Employee Self-Service using your User ID (employee id) and password. Press Insert + F5 to pull up the Forms List Dialogue box. Press the letter U to ensure that the User ID field is highlighted (should be first on the list), hit enter to place your cursor in the User ID field. Type your User ID into the field and press Tab to land in the Password Edit field and type in your Password. Press Tab again to put focus on the Sign In Button and press ENTER. This displays the Employee Self-Service Home page.

Step 2. Press Insert + F7 to access the Links List and press the letter S until you hear SELF SERVICE FOLDER link and press Enter. You will arrive on the Self Service menu page.

Step 3. Press Insert + F7 to access the Links List and press the letter P until you hear the PERSONAL INFORMATION FOLDER link to access your Personal Information page and press Enter. You will arrive on the Personal Information menu page.

Step 4. Press Insert + F7 to access the Links List and press the letter E until you hear the ETHNIC GROUPS link and press ENTER. You will arrive at the Ethnic Group Page. Once within ETHNIC GROUPS, press the letter H to quickly navigate until you hear the Ethnicity Header and press the DOWN Arrow in order review all of the information on the page. You are presented with a series of three optional questions, which follow Federal Guidelines set forth.

Step 5. In order to hear the first question, use the Down Arrow key after the Federal Disclosure statement. The first question presented asks, "Are you Hispanic or Latino?" The answers can be either "Yes" or "No."
Please Note: If further information is needed, DOWN Arrow until you hear the Explain Question 1 link after the question and press ENTER. Press the letter H to quickly navigate until you hear the Ethnic Group Header and use the Down Arrow to read the definitions provided after the Ethnic Group:
Hispanic or Latino: *A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.* Once complete with the definition, press the letter B to quickly navigate until you hear the Return Button and press Enter in order to return to the Ethnic Group Page.

Step 6. Use the Up and Down Arrow keys in order to place focus on the Yes or No Radial button for Question 1. Press the Spacebar to check the Radial Button for the answer that applies to you.

Step 7. In order to hear the second question, use the Down Arrow key after the first question. The second question presented asks, "What is your race?"
There are five racial groups defined by the federal guidelines: American Indian or Alaskan Native; Asian; Black or African American; Native Hawaiian or Pacific Islander; and White.
Please Note: If further information is needed, DOWN Arrow until you hear the Explain Question 2 link after the question and press ENTER. Press the letter H to quickly navigate until you hear the Ethnic Group Header and use the Down Arrow to read the definitions provided after the Race:
American Indian or Alaska Native: *A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment. (Documentation required)*

Asian: *A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.*
Black or African American: *A person having origins in any of the black racial groups of Africa.*
Native Hawaiian or Pacific Islander: *A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.*
White: *A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.* Once complete with the definition, press the letter B to quickly navigate until you hear the Return Button and press Enter in order to return to the Ethnic Group Page.

Step 8. Use the Up and Down Arrow keys in order to place focus on a Race check box for Question 2. Press the Spacebar to check the check box for the answer(s) that apply to you.

Step 9. In order to hear the third question, use the Down Arrow key after the second question. The third question presented asks, "Do you have a Primary Ethnic Group (Optional)?"
Based off your elections from Questions 1 and 2, you have the option to select your primary Race or Ethnic Group: **Hispanic or Latino, American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Pacific Islander, and White.**
Note: If you DO NOT wish to add a Primary Ethnic Group, proceed to Step 11.

Step 10. Press the Down Arrow key in order to place focus on the Primary Ethnic Group Combo Box for Question 3. Press the ALT + Down Arrow to open the List Box in order to review the available options. Press Enter to select the one that applies to you. Press the TAB Key in order to put focus on the Save Button and press Enter.
Important Information:
- If only one Ethnic Group is selected, it will be defaulted as the Primary Ethnic Group.
- If multiple Ethnic Groups are selected in Questions 1 or 2, but the Primary Ethnic Group is NOT selected in Question 3, a warning dialogue box message will indicate the following: *"Your data has been saved, but you have not selected a primary ethnic group, you can select one at this time or Exit."* If you wish to re-read this information, press Insert + the letter B. Press the spacebar to activate the OK button to return to the Ethnic Group page in order to update the Primary Ethnic Group. Press the letter H to quickly navigate until you hear the Ethnicity Header and press the DOWN Arrow in order review all of the information on the page. Press Insert + F7 to access the Links List menu and press the letter S until you hear Self-Service Folder and press Enter if you wish not to enter a Primary Ethnic Group.

- If a Primary Ethnic Group is selected in Question 3 that does not match an Ethnic Group selected in Questions 1 or 2, upon saving, an error message will indicate the following: *"Your Primary Ethnic Group is not one of the Ethnic Groups you have selected. Please review your responses and resubmit and return to the page without saving."* have not selected a primary ethnic group, you can select one at this time or Exit." If you wish to re-read this information, press Insert + the letter B. Press the spacebar to activate the OK button to return to the Ethnic Group page in order to update the Primary Ethnic Group. Press the letter H to quickly navigate until you hear the Ethnicity Header and press the DOWN Arrow in order review all of the information on the page. Press Insert + F7 to access the Links List menu and press the letter S until you hear Self-Service Folder and press Enter if you wish not to enter a Primary Ethnic Group.

Please be sure to verify the information you have entered is accurate.

Step 11. To save your Ethnic Group selections, press Insert + F5 to pull up the Forms List Dialogue box. Press the letter S until you hear the SAVE Button. Press Enter to place focus on the button and press ENTER again to activate in order to save your entry. You will arrive at the Ethnic Group Save confirmation Page.

Step 12. Press the letter B to put focus on the OK button to confirm and press Enter to complete the transaction. Press Insert + F7 to access the Links List menu and press the letter S until you hear Self-Service Folder and press Enter to complete the transaction.